

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE0444227
POSITION NO: 241086
CLASS CODE: 3671

Date Posted: 10/24/11
Closing Date: 11/04/11

POSITION TITLE: Senior Education Specialist

DEPARTMENT NAME: Office of Monitoring, Evaluation & Technical Assistance

DEPARTMENT NO: 44 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R66A

Days: Monday-Friday Permanent: ☒ SALARY:

Hours: 8:00-5:00 Temporary: ☐ Duration: \$ 45,011.20 Per Annum

Part-Time: ☐ No. of Hrs/Wk: 40 \$ 21.64 Per Hour

DUTIES AND RESPONSIBILITIES:

*Recommends and participates in planning, directing and developing appropriate education policies for the program and Department of Dine Education. Provides technical assistance to all schools on the Navajo Nation to pursue grant or contract status by providing training to meet tribal requirements. *Will assist in the establishment, convening and training of the School Review Team and assist the Review Team Chair and preparing required reports based on school visits. *Will assist in the monitor, assessment and review of school operations and programs pursuant to PL 93-638 contract and PL 100-297 grant; facilitate the tribal authorization process for BIA schools converting to grant or contract status. Provide technical assistance in developing school improvement for all schools, and assist with training of local school boards, as needed.

QUALIFICATION REQUIREMENTS:

Education and Training:

Bachelors degree in Elementary Education, Secondary Education or related field. (Training in classroom teaching and school program administration is preferred)

Experience:

Four (4) years in the educational field including classroom teaching and supervisory responsibility; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. **(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)**

Special Knowledge, Skills and Abilities:

Strong knowledge of Navajo and State Education Standards and Policies; and Federal rules and regulations in PL 93-638, PL 100-297, and PL 95-561. Must have strong knowledge in PC computers in spreadsheet, data networking, graphics, MSWord and Excel, compiling and analyzing school information via annual reports through WWWeb-Internet.

Elementary or Secondary Teaching/School Administrator certification preferred. Applicant must be certified (licensured) in education either from the States of NM, AZ or UT. This Education Specialist will work with all Navajo schools where education personnel is highly qualified & certified in accordance with education laws. The schools OMETa works with are requesting that DODE staff that directly work with school all be certified. This is the purpose for a special qualifying requirement for Education Specialist.

"VETERANS' PREFERENCE APPLIES"

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99